

SOFTWARE HELP

Portable iTunes without an iPod

Q I've just bought a Creative Vision MP3 player and am happily filling it with my MP3 collection. However, it can't read any of the .m4p tracks I've bought from iTunes Music Store and the iTunes software won't let me convert them to MP3. Is there any way to get them to play on the Creative player?

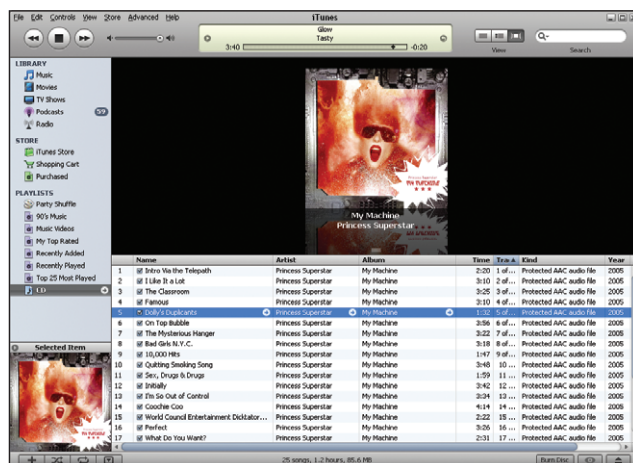
Name and address withheld

A Technically, any form of copying or format conversion of music requires permission from the copyright holder, which means that even ripping a CD to MP3 and putting it on your MP3 player contravenes copyright laws. Happily, the British Phonographic Industry (BPI) has stated in a report to a government Select Committee that it won't pursue consumers for putting music they have bought on to MP3 players, and there are currently discussions about changing the wording of copyright notices so that it is no longer an illegal activity.

In the meantime, our recommendation to anyone who buys music from legal online stores is that they create an audio CD of the tracks – something that's possible with all the download stores except certain subscription-based packages. You can then play the CD in conventional stereos and use it as a source for

ripping the music to MP3. MP3s work with any brand of portable digital music player.

To burn tracks to audio CD in iTunes, you need to click Edit, Preferences, Advanced, Burning, then select Audio CD as the Disc Format and click OK. Back in the main screen, you then click the '+' button at the bottom-left to create a new playlist, drag the tracks you want to burn into this playlist and click the Burn button. You can then use iTunes to re-import music in MP3 format. Finally, return to Preferences, Advanced and the Importing Tab, and choose MP3 encoder and your preferred bit rate, click OK and Import CD. **BP**



▲ To burn tracks to CD in iTunes, go to Burning via Preferences and pick Audio CD as the Disc Format, drag tracks into a new playlist and hit Burn

Blocking email from unknown addresses

Q I'm so tired of receiving spam, I want to do something drastic. Can I set things up so I receive emails only from people in my contact list? I'm using Outlook 2003.

Anne Trent

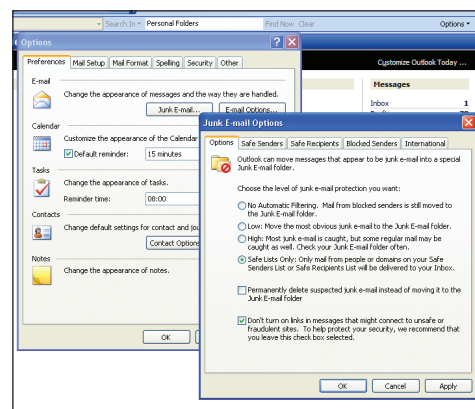
A Yes, you can – or at least you can ensure that email from anyone else ends up in your Junk E-mail folder. Outlook lets you specify that you are willing to receive email only from people on a 'safe list', and while you're setting this up you can say that you also want to trust people in your contact list.

If you look in Tools, Options, Junk E-mail, you'll see that you can set Junk E-mail protection to various levels, including Safe Lists Only. This final option allows you to create a list of people or domains you trust. With the latter option you can specify that anyone from a particular company you deal with is to be trusted by adding their email domain – Microsoft.com, for example, if you want to trust emails from people within Microsoft.

If you tick the option for Safe Lists Only then you can add people to the Safe Senders list on that tab of the dialog box. On the Safe Senders tab, there is a tickbox that lets you say that you want to trust people in your Contacts list. Another box lets you

add anyone that you send an email to. If you do choose this option, it is worth remembering that you will lose any messages from friends who change their address or just happen not to be in your contacts list.

The final option, if you're feeling particularly tough, is to specify that email messages identified as junk are simply deleted rather than moved to the Junk E-mail folder. **KE**



▲ Choose Safe Lists Only to limit emails received to people you trust

YOUR EXPERTS

Contact Software Help for software advice and answers

Kay Ewbank

Database developer and productivity expert Kay Ewbank offers help with office applications.



Ben Pitt

Professional musician and keen photographer Ben Pitt gives advice on using creative software.



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Animated text in Premiere Elements

Q I've been trying my hand at creating animated text using Premiere Elements' keyframe controls. I sometimes get what I want, but choosing between the various interpolation options is usually a matter of guesswork. Can you explain what the various options mean?

Eric Mitchell

A Premiere Elements has some of the best keyframe controls you'll find at any price – they're largely the same as Premiere Pro's – but this means they can be baffling for new users.

The basic premise is simple enough. Let's imagine you have some text you want to scroll from the bottom to the top of the screen. To achieve this, put a keyframe at the beginning of the clip (as it appears on the timeline) and position it at the bottom of the screen, then create another keyframe at the end of the clip and drag the text to the top. The software will fill the gap using interpolation, which, at its simplest, will result in a smooth, linear motion from the bottom to the top.

For those who are trying this in Premiere Elements for the first time, you select the text object on the timeline, expand the Motion options in the Properties panel, click the Show Keyframes button and the stopwatch icon (to switch on Animation). From this point on, you can create keyframes simply by adjusting the playback position and dragging the text around the preview monitor.

Things get more interesting when you add a third keyframe in the middle of the object's path. Let's say we want our text to take a detour via the right edge of the screen; we can do this by moving the timeline cursor to the middle of the clip and dragging the text to the right of the Monitor panel. In some video-editing software, this would make the text travel in a straight line, turn a sharp corner and head to the top; this is an example of linear interpolation. However, by default, Premiere uses Bezier interpolation, which creates parabolic curves between each keyframe. This results in more fluid motion, giving objects a sense of momentum as they move around the screen.

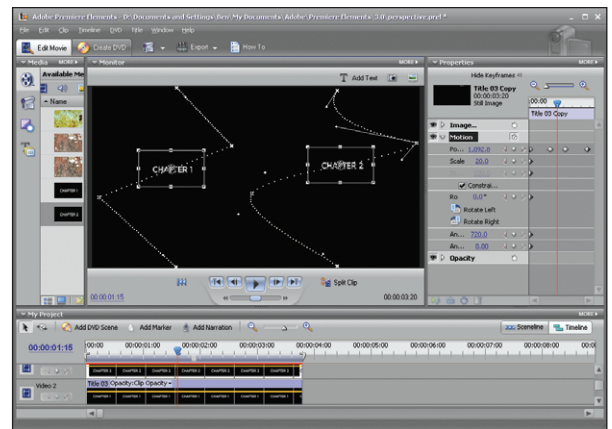
In fact, Premiere can apply Bezier (or linear) interpolation to object motion in two ways:

spatially and temporally. Spatial interpolation deals with the shape of the path between keyframes, while temporal interpolation describes how quickly it follows that path; we'll explain this in more detail presently.

For spatial interpolation, there are four options: Linear, Bezier, Auto Bezier and Continuous Bezier. Linear creates straight lines between points, while Auto Bezier rounds off the corners in an unobtrusive way – this is the default setting. If you adjust the handles attached to each keyframe, you'll switch to Continuous Bezier mode. This allows you to define the shape of the paths each keyframe follows, and the best way to understand how it works is to try it out. In this mode, the two handles you can adjust always point in opposite directions, which means no sudden shifts in the direction of motion as action passes through the keyframe. For the times when you want angular movement as part of a curved path – perhaps to simulate objects bouncing off each other – there's Bezier mode. This lets you point the two handles in any direction, as shown by the keyframe on the right-hand side of the screenshot above. Select the desired spatial interpolation mode by right-clicking a keyframe, either in the Monitor or the Properties panel.

By default, motion occurs at a steady speed between two keyframes – Premiere calls this linear temporal interpolation. However, movement usually looks more natural if it starts and finishes gently. To create this effect, right-click the first keyframe and select Temporal Interpolation, Ease Out. Do the same for the final keyframe but choose Ease In. The dotted line that shows the motion path won't change its course, but you'll notice the dots are closer together at the ends. Each dot represents the object's position for each frame, so the further apart the dots, the faster the movement.

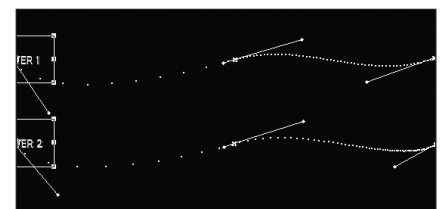
The other Temporal Interpolation options are Linear, Hold and three Bezier options. Linear means constant speed and is the default option, while Hold switches interpolation off so that



▲ Linear spatial interpolation (on the left) makes objects move in straight lines, while Bezier modes create curved paths between keyframes for more fluid motion

objects jump to a keyframe position instantaneously. In Premiere Elements, all three Bezier options work in pretty much the same way (the fact there are three of them is a hangover from Premiere Pro, where you can edit a graph to vary the speed of motion precisely).

Bezier temporal interpolation is useful when there are three keyframes and the speed between the first and second is different to the speed between the second and third. Normally, the speed would suddenly change as you reached the middle keyframe. However, switching this keyframe's Temporal Interpolation to Continuous or Auto Bezier would ramp the speed up (or down) so it accelerates (or decelerates) smoothly. The Bezier option achieves the same result, but only if it doesn't contradict any Ease In or Ease Out commands you've used. **BP**



▲ Temporal interpolation dictates the speed at which objects travel along paths. The top example uses linear interpolation and slows down suddenly as it moves from left to right (see the bunching up of dots) while the bottom example's Auto Bezier interpolation means it slows down gradually

Removing manual page breaks in Word

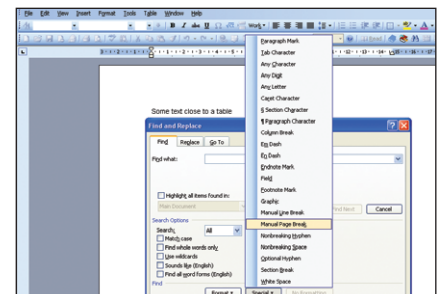
✉ I'm frustrated when people put a manual page break into a Word document near a table, as a few additions to the document mean the manual page break falls in the middle of the table.

There's no obvious way to get rid of the page break. However, I found if you select the text in the table immediately after the page break and choose Format, Paragraph, then view the Lines and Page Breaks tab, there's a tick in the Page Break before box. Take the tick out of this box and the problem is solved.

Mike Player

A While you are correct in most cases, there are times when this method doesn't show a tick in the Page Break before box, so you can't use it.

An alternative method is to use a Find and Replace operation. If you choose Edit, Find and click the More drop-down button, then click the Special button, you'll see a list of non-printing characters, such as tabs, that you can find and replace. If you choose the Manual Page Break character and do a Replace with nothing, you'll find that the page breaks disappear. **KE**



▲ Use Find/Replace with Special characters to remove manual page breaks

Finding more links in Excel sheets

In *Software Help*, *Shopper* January 2007, John Brooks asked if there was a simple way to find links in an Excel spreadsheet designed to consolidate data from several other sheets. You suggested searching for the square brackets used in formulae that reference links.

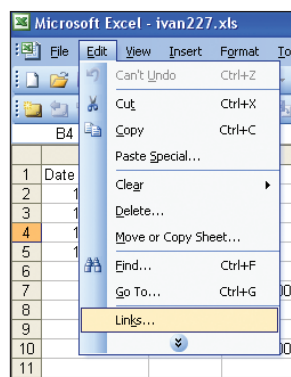
However, there is an easier way to find links. At the bottom of the Edit menu, there is an option called Links. Select that, and a dialog box opens to reveal all the links used in formulae.

You can change these links so that if, for example, you have a spreadsheet that consolidates monthly data from a series of separate monthly workbooks, you can select each link in turn and replace it with a link to the current month's workbook using an Explorer-style dialog. Provided the workbooks for each month are laid out identically, you pick up equivalent data from the new book.

To make sure this works, always create new versions of such workbooks from an older one with working links to keep those links intact; inserting new rows and columns will not upset things. This is often easier when the consolidation and source workbooks are both open, although I can't remember why.

Once you have identified the links, you can use the search facility to look for instances of a filename fragment in the consolidation spreadsheet formulae; you may want to group the worksheet tabs to speed this up. Remember to have just one cell selected when you do this, otherwise Excel will search only the selected range.

If there are no links, the Links option will be greyed out. If you find that the Links option is active but all your searches reveal nothing, the link will almost certainly be within a named range (Insert, Name and so on) or it will be referenced by a graph.



▲ Modern versions of Excel include the option to search for links in the spreadsheet

Mike Vaughan

A You are perfectly correct that the more recent versions of Excel have an Edit Links option. However, the full version of this was introduced only in Office 2003; earlier versions let you open the source document or update the link, but didn't let you delete links. As you say, Edit Links also does not display all the

links in workbooks. In addition to the links in named ranges and those referenced by graphs, any links that were created in web queries containing parameters, or that contain defined names that are not used in a formula, will not appear.

Readers who use older versions of the software (or who want to be certain that they have found all the links in their spreadsheet) will need to use the method described in *Shopper* January 2007, which (to recap) involves searching for the square brackets that enclose the links. So, for example, a

formula that links to the Expenses workbook might have a formula such as:

```
= [Expenses.xls]Sheet1!A10
```

You can use this to find the references. From the Edit menu, choose the Find option. Enter [in the Find what box and click the Options button to make sure you're searching within the workbook and that the Look In option is set to Formulas. **KE**

Reordering names automatically

Q I transcribe parish registers using Microsoft Word, which entails creating an index of names. To make sure the names sort correctly, I have to re-enter them in the format surname: Christian name(s). Is there any way of automating this?

Grant Mangham

A An easy way to separate and rearrange words is to use Excel, and if you're using Word as part of Microsoft Office you'll have Excel at your disposal. Open your list of names in Excel and use its Text to Columns facility to split the text into columns. Then you can rearrange the columns to suit your preference.

However, the Excel solution isn't as easy as it sounds. Suppose your list of names is as follows:

Norman Stanley Fletcher
Frederick Bloggs
Charles Phillip Arthur George Windsor
Elizabeth Bowes-Lyon

Excel will start filling cells from the leftmost column, shifting each new word one column to the right, so Windsor would end up in column E, whereas Bloggs would be in column B. Getting the surnames to line up will take almost as long as retyping the names.

A more robust solution is to write a macro in Word that takes each name in turn and edits it using the rule that whatever comes after the last space must be the surname. Word can then

move this bit of text to the start of the line and separate it with a colon, as you specify.

The VBA routine below processes each paragraph of the active document in turn; we are assuming that the document contains just names, with one name per line. Each paragraph is stored in the variable `thisname`. As we're processing the entire paragraph, the end-of-paragraph character is included, so the procedure gets rid of that first by extracting everything bar the final character using:

```
thisname = Left(thisname,  
Len(thisname) - 1)
```

Next, we want to find the position of the final space in the text. You could use the `Instr` function to find each space, and keep looking until you get to the end of the line. Fortunately, VBA is civilised enough to offer the `InStrRev` function, which looks for one string of text within another, starting at the end of the string. This means we can find the final space – the one between the final forename and the surname – using:

```
lastspace = InStrRev(thisname, " ")
```

The VBA procedure then uses the position of the final space to extract the surname using:

```
surname = Right(thisname,  
Len(thisname) - lastspace)
```

Then it extracts the forenames using:

```
forenames = Left(thisname,
```

```
lastspace)
```

Finally, we can put the whole thing back together in the new order with a colon between the surname and the forenames, making sure that there's an end-of-line marker, `Chr(13)`, to create a new line:

```
parishname = surname & ":" &  
forenames & Chr(13)
```

This macro will work fine as long as you don't have any names with text after the surname, such as Frederick Bloggs Esquire. **KE**

```
Sub parish()  
With ActiveDocument  
numparas = .Paragraphs.Count  
For paraind = 1 To numparas  
thisname = .Paragraphs(paraind).  
Range.Text  
thisname = Left(thisname,  
Len(thisname) - 1)  
lastspace = InStrRev(thisname,  
" ")  
surname = Right(thisname,  
Len(thisname) - lastspace)  
forenames = Left(thisname,  
lastspace)  
parishname = surname & ":" &  
forenames & Chr(13)  
.Paragraphs(paraind).Range.Text =  
parishname  
Next  
End With  
End Sub
```




Protecting an Access database

Q Having finished creating a database using Access 2003, I'd like to minimise the risk of users messing it up. I want to hide various elements such as the Database Window and some of the menus. I can see how to do this through the Tools, Startup menu, but how do I go about turning them back on again? I will need to switch the features back on so that I can make changes when necessary.

B Cuthbertson

A The simple answer is that you can always open a database in the full editing state by holding down the Shift key while opening it. The Shift key, when used like this, is known as the bypass key. Various security messages may appear, but keep the Shift key pressed down until you've closed them all.

Your users could also start the database like this, so if this worries you it's worth knowing that you can write a macro to stop the bypass key working. If you decide to do this, it's a good idea to write a VBA function that turns everything back on, too.

The first macro to write is the one that turns the menu options back on. You can test this macro by turning off the menu options using Tools, Startup. For a basic level of protection, we would turn off Allow Full Menus, Allow Built-in Toolbars and Display Database Window. Enter the macro and function as shown below, and make sure it turns everything back on. Do this before you write and test the macro to turn the bypass key off, otherwise you could end up in a situation where you've turned off the menus and the bypass key, and haven't got a working procedure to turn everything back on.

Here's the function:

```
Function showdb() As Boolean
CurrentDb.Properties("AllowFull
Menus") = True
CurrentDb.Properties("StartupShow
DBWindow") = True
CurrentDb.Properties("AllowBuiltIn
Toolbars") = True
CurrentDb.Properties("StartupShow
StatusBar") = False
MsgBox ("All on")
showdb = True
End Function
```

You now create a macro to call this function. The macro is very simple with a single command:

RunCode

After entering or selecting this command, you enter the function name showdb() in the command Properties. You should assign this macro a key combination so that you can run it without the database being visible.

One thing to bear in mind about the macro and function is

that it takes effect when the database is next opened. In other words, the database window will reappear only when you close and open the database again.

Once you're happy that this works, you can write a function that hides everything:

```
Function hidedb() As Boolean
CurrentDb.Properties("AllowFull
Menus") = False
CurrentDb.Properties("StartupShow
DBWindow") = False
CurrentDb.Properties("AllowBuiltIn
Toolbars") = False
CurrentDb.Properties("StartupShow
StatusBar") = False
MsgBox ("All off")
hidedb = True
End Function
```

Alternatively, you can turn the items off using the Tools, Startup dialog.

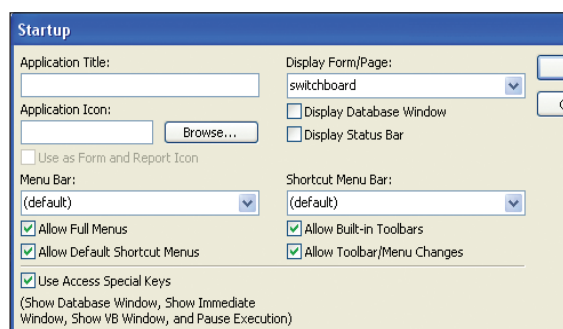
Finally, you can write a function and macro that turns off the bypass keys. This will prevent your users bypassing the startup options:

```
Function Changebypass() As Boolean
Set prp = CurrentDb.CreateProperty
("AllowBypassKey", 1, False)
CurrentDb.Properties.Append prp
CurrentDb.Properties("AllowBypass
Key") = False
ChangeProperty = True
End Function
```

Again, you need a macro to call this function. We would also write a function that turns the property back on:

```
Function bypassOn() As Boolean
Set prp = CurrentDb.CreateProperty
("AllowBypassKey", 1, False)
CurrentDb.Properties.Append prp
CurrentDb.Properties("AllowBypass
Key") = True
ChangeProperty = True
End Function
```

A subtlety of these last two functions is that you have to create the AllowBypassKey property in the database before you can set it. This applies to most properties in Access databases, and the only reason we didn't have to do it for the earlier properties is that we could set (or rather un-set) them through a dialog box before we tried accessing them using code. **KE**



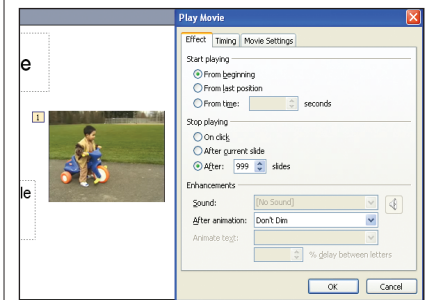
▲ Turn the Startup options off from the menu then test the macro before turning off the bypass key

Video presentations in PowerPoint

Q I'm trying to combine a single video and several text elements in a PowerPoint 2002 slideshow. I want the same video to play continuously on the right-hand side of every slide. The text should appear on the left, with new text appearing when the mouse is clicked.

Peter Hopper

A Insert your video file on the first slide of your presentation. Click on the Play automatically button and adjust the size and spacing so the video is on the right-hand side of the slide. Set up a custom animation. Right-click the video, and from the options that appear choose Custom Animation. Pick Add Effect, Movie Actions, Play. Double-click on the Play item in the custom animation task pane. In the Play settings, set the video to stop playing after 999 slides. The video will now play throughout your presentation. **KE**



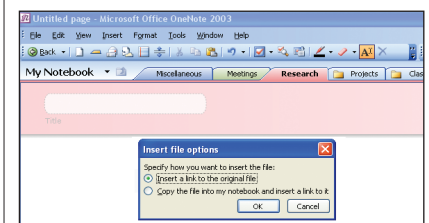
▲ Set the video to keep playing for 999 slides

Hyperlinks in OneNote

Q I'm using Office OneNote, and I want to know how to link a file such as a Word document or Excel spreadsheet to a note? I've got some very large documents, and I don't want to paste the entire document into my note. I just want a link to it.

G Green

A If you copy the file from its folder and choose Edit, Paste in OneNote, it'll offer you the choice of inserting a link to the original file. Select this option for the effect you want. **KE**



▲ Paste links to documents in OneNote